

Date: September 2, 1998

To: Community-Based Residential Facilities

DSL-BQA-98-044

CBRF 16

From: Judy Fryback, Director
Bureau of Quality Assurance

CBRF TRAINING

Attached to this memo are two documents:

- CBRF Training Program – Approved Programs (BQA memo 98-045)
- Application for Training Block IV – Client Group Specific Modulette

In accordance with HFS Chapter 83, you must ensure that staff are adequately trained to perform the duties of their job. Please note the following:

- **All new training requirements**, as required in HFS Chapter 83.14, **must be met for staff to which they apply by December 31, 1998**. (NOTE: some training requirements such as Fire Safety, First Aid and Standard Precautions have been prior requirements and should be up-to-date at this time). To date we have accepted a good faith effort to complete the new training requirements that went into effect January 1, 1998. After December 31, 1998, the training records of the facility staff will be reviewed for compliance during on-site visits by bureau staff.
- After December 31, 1998, the Department will no longer accept training that is obtained from sources that were previously approved by the Department, but have not been approved under the new guidelines. Only those programs approved under the new guidelines will be considered acceptable training. This provision applies especially to fire safety and first aid training programs. Exemptions to training are listed in HFS 83.14. Requirements for continuing inservice are also contained in this section.

MODULETTE AND TRAINING BLOCK I

Client Group Specific Modulette: The Department has developed specific guidelines for a three hour client group specific training modulette. Training program providers must complete the attached forms and submit their training program(s) to the Department for approval.

The three hour Training Block IV – Modulette may be used as a supplement to Training Block I. For example, an employee has completed a Training Block I approved training program that had Alzheimer's as the client group. The employee is now hired by a CBRF that has clients with developmental disabilities. The three hour course for the client group specific to the developmentally disabled would meet the requirement for training with this client group.

The three hour training course does not replace the requirement for Training Block I.

Some employees may meet the exemption from Training Block I required training. The person may take training Block IV- Modulette and their 3 hours can be counted toward continuing education hours.

A copy of this application and the guidelines is attached to this memo. Additional copies of the application for a Training Block IV – Modulette can be obtained from Barb Carey, (608) 267-1446.

APPROVED TRAINING PROGRAMS NOW ON THE INTERNET!!

You can now view the approved Training Programs list on the internet via this site:

http://www.dhfs.state.wi.us/rl_DSL/CBRF/CBRFnodMemos.htm

If you have any questions regarding this memo, contact Jan Eakins, Licensing Policy Coordinator, Bureau of Quality Assurance at (608) 266-3749.

Attachments